

Deputy Director
for Administration

DDA 85-0024/64

11 DEC
1985

20-1

NOTE FOR: Director, Office of Global Issues

SUBJECT: Employee Suggestion

Dave,

STAT I appreciate your calling to my attention
[redacted] employee suggestion which
has been in processing for over a year. I
asked Bob Magee to look into it and he has
responded in the attached letter to Linda.

/s/ Harry

Harry E. Fitzwater

Attachment

STAT ORIG:EXO/DDA [redacted] (10 Dec 85)

DISTRIBUTION:

Original - Addressee w/o ref
1 - DDA Subject w/ref
1 - DDA Chrono w/o ref
1 - EXO/Chrono w/o ref

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

Executive Officer/Office of Personnel

DATE

9 December 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

EO/DDA

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Ed:

Attached, as promised, is D/OP's response to [redacted] in response to her complaint (via D/OGI) on the time involved in processing her suggestion.

Att

Central Intelligence Agency

D/Pers 85-3245

85-0024/63



Washington, D. C. 20505

DEC 9 1985

STAT

[Redacted]
OGI/FSIC/FICG

Dear [Redacted]

STAT

I wish to apologize to you for the unconscionable delay of an evaluation of your suggestion. I am advised that the two offices involved in this necessary procedure have almost completed their work and I have directed that this process be completed in one week. You will then be notified of the final determination. Thank you for your interest and participation in the suggestion program.

Sincerely,

Robert W. Magee

Robert W. Magee
Director of Personnel

Distribution:

Original - Addressee

1 - D/OP

2 - DD/EBS

1 - C/ESD

1 - C/AR

STAT [Redacted]

(5Dec1985)

Retyped OD/OP 9 Dec. 85

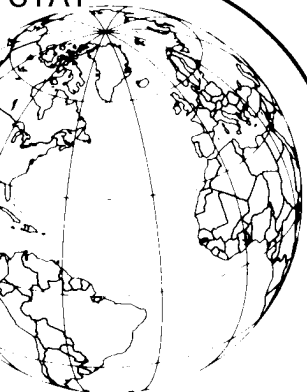
Memorandum for: DDA

85-0027/62

Harry:

Thought I'd pass this along.

STAT



Director,

O G I

Office of Global Issues

ADMINISTRATIVE INTERNAL USE ONLY

DD/A 800
85-0024/67

20 November 1985

STAT
MEMORANDUM FOR: [REDACTED]
Director, Office of Global Issues

STAT
THRU: [REDACTED]
Chief, Foreign Intelligence Capabilities Group/FSIC

STAT
FROM: [REDACTED]
Foreign Intelligence Capabilities Group/FSIC

SUBJECT: Search For Excellence?

1. On 30 November 1984, I submitted a suggestion to the Suggestion and Achievement Awards Committee. A copy of the suggestion is attached. In September 1985, I called the Awards Branch and learned that the suggestion had been approved and the notice to implement the suggestion was in the process of being written. In October 1985, I again called the Awards Branch to check on the status of the suggestion and was told that someone had read the notice and decided to incorporate something else into it. The suspense date for it to be back to the Awards Branch was 20 November 1985.

2. Today I received a call from the Awards Branch. The person I talked with told me that she had checked to see why it was not back. The person who is rewriting the notice said that she projects that she will have the new notice to her front office by 6 December. That will be more than a year since I submitted the suggestion. My next suggestion, in light of the search for excellence in the Agency, will be not to take a year or more to process suggestions.

STAT



STAT



ADMINISTRATIVE INTERNAL USE ONLY

CLASSIFY AS APPROPRIATE

EMPLOYEE SUGGESTION					(DO NOT WRITE IN THIS SPACE)	
TO WHOM IT MAY CONCERN						
THE ACCEPTANCE BY ME OF A CASH AWARD FOR THIS SUGGESTION SHALL CONSTITUTE AN AGREEMENT THAT THE USE OF THE SUGGESTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY ME, MY HEIRS, OR ASSIGNS.						
DATE		SIGNATURE OF SUGGESTER				
30 November 1984						
NAME OF SUGGESTER		SOCIAL SECURITY NO.		TELEPHONE NO.		
<input type="checkbox"/> MR. <input type="checkbox"/> MRS.						
POSITION		GRADE	CAREER SER.	OFFICE/DIVISION/BRANCH		
Secretary		GS-06	I	DDI/CRES/FICG		
ROOM NUMBER AND BUILDING		IF CONSULTATION IS REQUIRED, MAY WE REFER YOUR NAME TO THE EVALUATOR?		X		YES
3E47 HQS						NO
<small>THE PRIVACY ACT, PUBLIC LAW 93-579, REQUIRES THAT FEDERAL AGENCIES INFORM INDIVIDUALS WHEN THEY ARE ASKED TO PROVIDE THEIR SOCIAL SECURITY ACCOUNT NUMBER (SSAN) WHETHER THE DISCLOSURE IS MANDATORY OR VOLUNTARY. BY WHAT AUTHORITY SUCH NUMBER IS SOLICITED AND WHAT USES WILL BE MADE OF THE SSAN. DISCLOSURE BY YOU OF YOUR SSAN ON THIS FORM IS VOLUNTARY. THE AUTHORITY FOR THIS SOLICITATION IS EXECUTIVE ORDER 9397. THE SSAN IS USED AS AN IDENTIFIER FOR THE SUGGESTION AND ACHIEVEMENT AWARDS COMPUTER SYSTEM. FAILURE TO PROVIDE YOUR SSAN MAY DELAY THE PROCESSING OF AN EMPLOYEE SUGGESTION.</small>						
TITLE OR SUBJECT OF SUGGESTION				SUGGESTION NO.		
Conference Proceedings				2850055		
PRESENT METHOD Our office recently sponsored a classified conference with many non-Agency speakers. We are now in the process of publishing the proceedings of the conference. This will contain most, if not all, speeches made there. Currently, I am typing all speeches onto the NBI. In all there will be 25 speeches, ranging in length from approximately 4 to 22 pages, double-spaced. I have to fit the typing load into my regular work schedule, which means I may only get to work on the job for a few hours a day.						
SUGGEST That in the future all conference speakers be requested (and encouraged) to submit their speeches on some type of floppy disk, as well as in hard copy form. There is an office in the Agency that can convert the information on these disks to a WANG, NBI, or other system.						
ADVANTAGES This would eliminate days/weeks of retyping reports, many of which had probably already been typed on some type of word processor. Even if you are not able to get every speech on a disk, the more that you are able to obtain a disk for, the quicker the proceedings could be published.						

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-80)USE PREVIOUS
EDITIONS
☐ DCL ☐ RVW _____
 DRV _____ BY _____

CLASSIFY AS APPROPRIATE

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